



MPOG Clinical Onboarding Overview

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Clinical Onboarding Overview

During the Clinical Onboarding process, the MPOG Clinical Informatics Specialist (CIS) will work with your site's team to review and validate your data. The CIS will guide your team through the steps necessary to successfully submit clean, quality data to MPOG Production.

The CIS is notified when your site completes Technical Onboarding and will reach out to your team to start scheduling Clinical Onboarding meetings.

Pre-Onboarding Requirements

Prior to Clinical Onboarding, the following steps and documents MUST be completed.

- Complete Steps 1-5 under the Steps to Join page <https://mpog.org/stepstojoin/>
- Submit signed Regulatory and Security Documents
 - Business Associate Agreement (BAA)
 - Data Use Agreement (DUA)
 - The remaining documents must be completed prior to receiving approval to submit data to MPOG Production
 - Institutional IRB
 - MPOG Bylaws
 - MPOG Service Agreement
- Complete Technical Onboarding with MPOG Technical Team

Clinical Onboarding Details

The [Clinical Onboarding Process](#) includes multiple rounds of data review and validation. The user guides for all of the tools used during this step can be found on our [website](#). The CIS will guide you through each step and teach you how to use the tools.

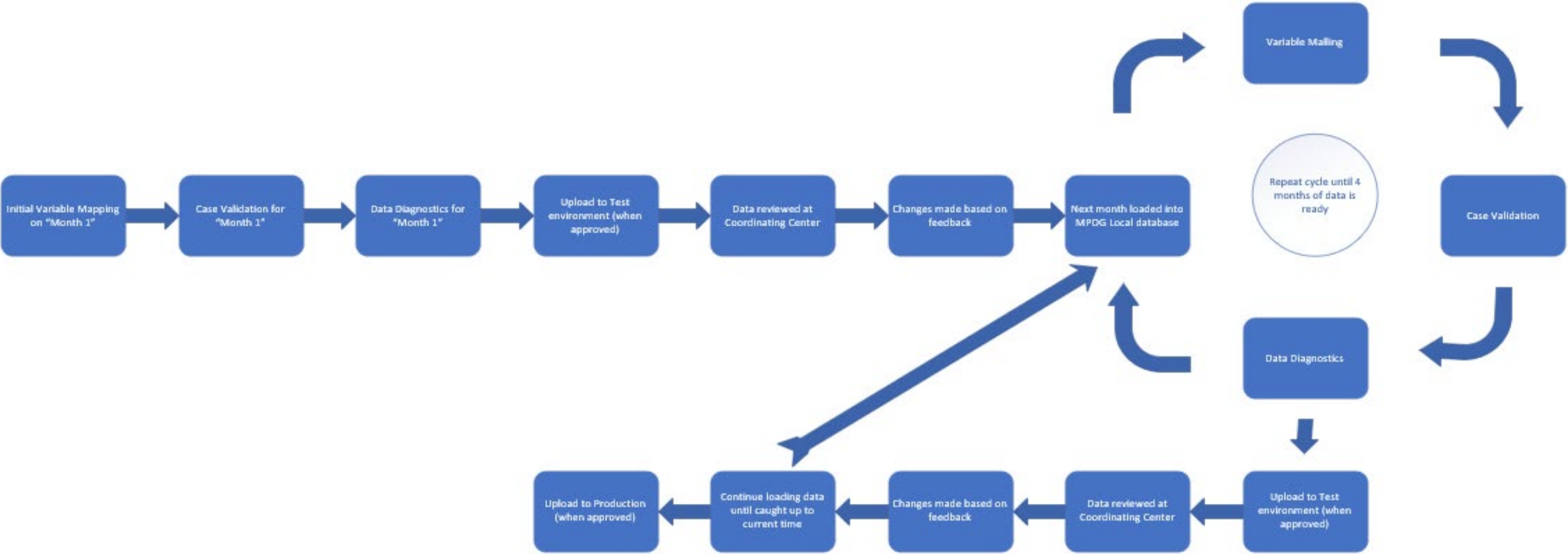
The [MPOG Clinical Onboarding Roadmap](#) shows a breakdown of the Clinical Onboarding steps and an estimated time for each step to be completed. It's important to remember that the time given is an estimate, which may vary and could take longer depending on your team's availability to work on MPOG data, any data issues that are discovered, or any other delays that may be encountered. Epic sites are estimated to take 6 months – 1 year to complete, while non-Epic sites are estimated to complete onboarding in 18 months-2 years. The CIS will update the roadmap to reflect where your site is in the process.

The MPOG CIS will set up meetings on a schedule that works best for your team. Some sites like to meet on a regular schedule, while others prefer to meet on an ad hoc basis. The CIS will keep your team informed on the next steps in the process and will help with troubleshooting any data issues that are found along the way.

Clinical Onboarding Steps

1. Variable Mapping (1 month of data)
2. Location Mapping
3. Case Validation (minimum of 5 cases/month of data)
4. Data Diagnostics Attestation
5. Review additional MPOG tools
 - a. Case Viewer
 - b. Import Manager Assistant
 - c. Content Synchronization
 - d. Concept Browser
6. **When approved**, meet with CIS to complete PHI Scrub and Transfer 1 month of data to MPOG Test environment
 - a. MPOG Coordinating Center will complete a review of this data and send a summary of our recommendations, and any data issues encountered
7. Site to complete recommendations and resolve data issues from MPOG Coordinating Center
8. Load additional 3 months of data (for a total of 4 months)
9. Repeat steps 1-4 for each additional month
10. **When approved**, meet with CIS to complete PHI Scrub and Transfer 4 months of data to MPOG Test environment
 - a. MPOG Coordinating Center and MPOG Directors will complete a review of this data and send a summary of our recommendations, and any data issues encountered
11. Site to complete recommendations and resolve data issues from MPOG Coordinating Center
 - a. *Depending on how the data looked during the 2nd Test upload, the MPOG Coordinating Center may require an additional upload to the Test Environment after the issues have been resolved.*
12. Load additional data until you have caught up to current time, repeating steps 1-4 for each additional month.
13. **When approved**, meet with CIS to complete PHI Scrub and Transfer 1 year of data to MPOG Production
14. Automate the File Extract and the Import and Consume process
15. Follow the [MPOG Maintenance Schedule](#) and submit data monthly to remain an Active MPOG Site.

Clinical Onboarding Process



Clinical Onboarding Roadmap

MPOG Implementation Timeline			
Description	Performed By	Estimated Time	Possible Delays
Intro Meeting with MPOG Site Manager	Project Manager Clinical Reviewer Variable Mapper MPOG Team	1 hour	
Round 1: Data Cleaning - 1 month of data		5-8 weeks	
a. complete Variable Mapping	Clinical Reviewer Variable Mapper	2-8 weeks	Site: availability of Variable Mapper/Clinical Reviewer
b. Review Case Viewer	Clinical Reviewer	1 week	Site: availability of Variable Mapper/Clinical Reviewer
c. Data Diagnostics and Attestation	Clinical Reviewer	1 week	Site: availability of Variable Mapper/Clinical Reviewer
d. Location Mapping	Clinical Reviewer	1 week	Site: availability of Variable Mapper/Clinical Reviewer
e. Validate Cases (5 cases/mo)	Clinical Reviewer	1 week	Site: availability of Variable Mapper/Clinical Reviewer
When approved by MPOG: Transfer to MPOG TEST environment	Clinical Reviewer MPOG Clinical Support	3-5 weeks	
Upload 1 month of data to test repository for MPOG Team to review	Clinical Reviewer MPOG Clinical Support	1 day	MPOG App: errors received during transfer
MPOG Team reviews TEST data	MPOG Team	2-3 weeks	MPOG: processing time, availability of MPOG Team
Resolve any issues from MPOG Team review	Clinical Reviewer Variable Mapper Local Tech Support	1-2 weeks	Site: availability of Variable Mapper/Clinical Reviewer
When Approved by MPOG: Extract, Import, Consume, Handoff additional 3 months of data	Local Tech Support	1 week	Local Tech Support: how long it takes data to be extracted, imported, consumed, and handed off
Round 2: Data Cleaning - 4 months of data		4-6 weeks	
a. complete Variable Mapping/update Location Mapping	Clinical Reviewer Variable Mapper	1 week	Site: availability of Variable Mapper/Clinical Reviewer
b. Review Case Viewer	Clinical Reviewer	1 week	Site: availability of Variable Mapper/Clinical Reviewer
c. Diagnostic Attestation	Clinical Reviewer	1 week	Site: availability of Variable Mapper/Clinical Reviewer
d. Validate Cases (5 cases/mo)	Clinical Reviewer	1-2 weeks	Site: availability of Variable Mapper/Clinical Reviewer
Description	Performed By	Estimated Time	Possible Delays
When approved by MPOG: Transfer to MPOG TEST environment	Clinical Reviewer MPOG Clinical Support	3-5 weeks	
Upload 4 months of data to test repository for MPOG Team to review	Clinical Reviewer MPOG Clinical Support	1 day	MPOG App: errors received during transfer
MPOG Team reviews TEST data	MPOG Team	2-3 weeks	MPOG: processing time, availability of MPOG Team
Resolve any issues from MPOG Team review	Clinical Reviewer Variable Mapper Local Tech Support	1-2 weeks	Site: availability of Variable Mapper/Clinical Reviewer
Round 3: Data Cleaning - Load & validate remaining months to reach present day		4-6 weeks	
Repeat steps in Round 1 until caught up to present date	Clinical Reviewer Variable Mapper Local Tech Support	4-6 weeks	Site: availability of Variable Mapper/Clinical Reviewer Local Tech Support: how long it takes data to be extracted, imported, consumed, and handed off
Review data with MPOG clinical support, send Data Diagnostics and Variable Mapping spreadsheet	Clinical Reviewer MPOG Clinical Support	1 week	
When approved by MPOG: Automate file extract	Local Tech Support		
When approved by MPOG: Automate import and consume processes	Local Tech Support		
Enter Maintenance Phase (concurrent with QI Onboarding)			
Upload 12 months of data to MPOG central repository with MPOG Clinical Support	Project Manager Clinical Reviewer Variable Mapper MPOG Team	1 day	
MPOG Team reviews PROD data for additional mapping updates, and sends summary to site.	MPOG Team		
Resolve any issues from MPOG Team review and re-transfer all data to MPOG Central after handoff completes	Clinical Reviewer Variable Mapper Monthly Uploader		
Continue to Validate and upload data to MPOG Central repository on a monthly basis, according to the Maintenance Schedule	Clinical Reviewer Variable Mapper	See Maintenance Schedule	
Backfill older data		as time is available	
Repeat steps in Round 1 until at least 1 year of data is complete.	Clinical Reviewer Variable Mapper Local Tech Support	4-6 weeks	Site: availability of Variable Mapper/Clinical Reviewer Local Tech Support: how long it takes data to be extracted, imported, consumed, and handed off
Transfer to MPOG Central repository as data is validated/complete (at least 1 month at a time)	Clinical Reviewer	1 day	